

## STILLWATER COUNTY LIBRARY POLICIES

### 1.0 RULES OF CONDUCT

To better serve all Library customers, the Stillwater County Library Board of Trustees has established standards of acceptable behavior to ensure a positive, welcoming, clean and safe environment conducive to Library use. Behavior becomes unacceptable when it impinges on the rights of others.

- Patrons shall be engaged in normal activities associated with the use of the public Library while on Library property.
- Patrons shall respect the right of other patrons and Library employees and shall not annoy others through noisy or boisterous activities, by cell phone use, by monopolizing resources, or by other behavior which may reasonably result in the disturbance of other persons in the Library.
- Physical, verbal, and sexual harassment, i.e. exposure or offensive touching, are prohibited in the Library.
- Any materials removed from the Library must be checked out on a valid Library card.
- Patrons are expected to be aware of and follow the rules set by the Internet Use and Circulation Policies.
- Patrons shall not deface or mar books, magazines, newspapers, recordings or other items of the Library collection nor shall they deface, mar, or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- Patrons shall not be permitted to enter the building without a shirt or other covering on their upper bodies or without shoes or other footwear.
- Personal hygiene shall conform to the standard of the community for public places. Individuals with offensive body odor leading to complaints from other Library users and/or staff will be asked to leave and to address the issue before returning.
- Consumption of tobacco products in any form is not permitted in any area of any Library facility, or in any area where secondary smoke will enter a Library facility.
- The Library staff reserves the right to limit or prohibit the consumption of food and beverages within any part of the Library facility.
- Skateboarding, in-line skating, and biking are prohibited on the sidewalk in front of the Library. Bicycles must be left outside the building. Skateboards and in-line skates must be carried when inside the building.
- Patrons must leave the Library promptly upon closing.
- Alcoholic beverages are not permitted on Library property, except as part of a Library-sponsored program authorized by the Library Board.
- Aside from service animals, animals are not allowed inside the Library building, except as part of a Library-sponsored program authorized by the Director and/or the Library Board.
- [MCA 49-4-214](#) states that service animals must be under the handlers control at all times. Handlers may be asked if the animal is required because of a disability and to describe the work or task the animal is trained to perform. If the animal is not under the handler's control, the animal will need to be removed from the premises.
- Emotional support animals do not have the full and equal access as allowed by service animals or service animals-in-training.

## **1.1 LIBRARY BEHAVIOR**

- The Stillwater County Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe, comfortable environment that supports appropriate Library services.
- People demonstrating disruptive behavior will be required to leave the Library after one (1) warning from Library staff; children under eighteen (18) will be asked to leave after two (2) warnings from Library staff. Disruptive behavior includes, but is not limited to: Noisy, boisterous actions; inappropriate behavior including smoking, running or loud talking; misuse of Library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the Library and its resources. Abusive language and behavior toward staff will not be tolerated.
- Personal appliances, such as computers, electronic music devices, tablets, and calculators, may be used if the noise level is low and use does not interfere with others. Cell phone use is permitted; however, full consideration to other patrons is expected.

## **1.2 LIBRARY BILL OF RIGHTS AND INTERPRETATIONS**

By separate action, and reaffirmed herein, the Stillwater County Library has endorsed the American Library Association's *Library Bill of Rights and Interpretations*.

Adopted June 13, 2019

## **1.3 UNATTENDED CHILDREN**

The Stillwater County Library welcomes and encourages children to visit the Library, use Library resources and services, and attend Library programs. Staff members are available to help and support children; however, the Library is not able to provide short-or long-term child care, or be responsible for unattended children.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. The Library is not responsible if children leave Library property unattended.

Parents, guardians, and/or caregivers are responsible for the safety, behavior and supervision of children at all times in the Library and on Library property. Children are expected to respect Library property and adhere to the rules outlined in the Rules of Conduct policy.

Library staff will attempt to contact a parent, guardian and/or caregiver in circumstances such as the following:

- An unattended child is engaging in behavior that is disruptive to other Library users, staff, or the normal operations of Library business.
- An unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- An unattended child is left alone at the Library at closing time.

Such situations will be handled on a case-by-case basis. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, the Library will work with other county agencies and/or the Columbus Police Department as needed for the child(ren)'s safety.

#### **1.4 HARASSMENT AND LEWD BEHAVIOR**

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. Anyone, including patrons, who harasses staff or another patron will be asked to leave the Library, and a report will be filed with the Director. Repeated acts of harassment or acts that may escalate into violent or illegal actions will be reported to police. Lewd acts or sexual misconduct are not appropriate in the Library. Those who commit minor acts will be given one warning and then be asked to leave. Serious acts and acts involving minors will be reported to the Columbus Police Department and to the Director.

#### **1.5 SOLICITATION POLICY**

Solicitation of patrons and/or employees by non-employees, inside Library facilities, is prohibited regardless of the nature or content of the solicitation, the method of style or presentation, and presence of financial remuneration.

Active solicitation within the Library building, property, and the areas of egress to the Library and the Library parking lot is not permitted unless it is a Library function or an activity related to fundraising for the Library and under the general supervision of the Library staff. Active solicitation refers to any person-to-person communication for the purposes of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing educational or promotional materials, (5) recruiting members or clients (6) financial solicitations/transactions, and (7) Political promotion.

#### **1.6 FORFEITURE OF LIBRARY PRIVILEGES**

Anyone violating the policies or procedure of the Library may, at the discretion of the Library Director, be asked to leave the premises or be denied borrowing privileges and access to Library programs.

**Revised 2/23**

## **2.0 OBTAINING A LIBRARY CARD**

Photo identification and verification of a current Montana address are required to obtain a Library card. A Library card will be issued when approved proofs of identity and address are presented.

The Library offers family cards to save on per patron costs with the Montana Shared Catalog. Replacement cards are available for \$1 (one) each.

## **2.1 LIBRARY CARD RULES**

- A cardholder agrees to return the borrowed materials on time and accept responsibility for lost or damaged items.
- The cardholder is responsible for the original price of the item plus any processing or recovery fees when items are lost or damaged beyond repair.
- A valid Library card, or a current photo ID, must be presented upon checkout to check out materials.
- Held materials may only be picked up with the Library card under which the item is held.
- A Library cardholder must have a checkout history in good-standing for two (2) months in order to check out devices.
- A temporary card with a limit of two (2) items (excluding devices, DVDs, and books on CD) checked out at a time may be issued to new Stillwater County residents who do not yet have proof of address. The card will be transitioned to a regular card upon proof of address. Temporary cards for short-term residents are issued on a case-by-case basis at the discretion of the Library Director.
- A Library card remains valid as long as it is used at least once every two (2) years. If a card has not been used in two (2) years and is clear of charges, it will be purged from the database.
- It is the cardholder's responsibility to notify Library staff of any address or contact information changes.
- If a Library card is lost or stolen, it is the responsibility of the cardholder to notify the Library.
- Stillwater County Library materials may be returned to any Partner Library regardless of checkout location.

Circulation rules are as follows:

New Books:

Two (2) books at a time

Fourteen (14) day checkout

Two (2) renewals allowed if there are no holds

Magazines:

New magazines do not circulate for two (2) weeks

Fourteen (14) day checkout (after the initial two (2) weeks of no check outs)

Two (2) renewals allowed if there are no holds

DVD'S:

Four (4) at a time

Fourteen (14) day checkout  
Two (2) renewals allowed if there are no holds

#### Devices

Must be age eighteen+ (18) with a check out history of a minimum of two (2) months and have a card in good standing

Fourteen (14) day checkout  
Two (2) renewals allowed if there are no holds

#### All Other Items:

Twenty-eight (28) day checkout  
Two (2) renewals allowed if there are no holds  
No limit on amount of materials

## **2.2 CONFIDENTIALITY OF LIBRARY PATRON RECORDS**

The Stillwater County Library supports every patron's right to have his or her Library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in Library sponsored programs, record of Library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid bills, reservation of materials), the Library will not maintain a record of transactions. When no longer needed for Library administration purposes, records will be expunged. In compliance with MCA §22-1-1103, no information will be released to any person, agency, or organization, except to recover overdue materials through the release of information to parents, legal guardians, the Columbus Police Department, and the County Attorney's Office or in response to a valid court order or subpoena and properly presented to the Library Director, or if written permission to release and disclose Library records is placed at the Circulation Desk.

## **2.3 FINE POLICY**

When a patron has items that are overdue for more than thirty (30) days, the patron will become blocked in the system. This means that they will not be able to renew items, or check any additional materials out until all of the overdue items are returned or replacement bills are paid. There will be no fine assessed when the items are returned and the patron's privileges will be immediately reinstated. Once the items have been overdue for sixty (60) days the user will receive a bill for the replacement value of the items. If the items are not returned and the bill is not paid within ten (10) days, the Library reserves the right to take legal action.

## **2.4 INTERLIBRARY LOAN**

As determined by staff, materials not found in the Library may be borrowed from another Library (lending Library), following state and national interlibrary loan protocol and this Library's policies as outlined below. This policy does not apply to holds placed through the Library Catalog for items in the Partners system. For those items, regular circulation policies are followed.

- Persons requesting interlibrary loan services must have a current Stillwater County Library card.
- Maximum of three (3) interlibrary loan requests per month per Library card.
- Patrons shall be notified of and are responsible for prepaying any charges made by the lending Library.
  - The lending Library sets the due date.
  - Renewals may be granted by the lending Library but are not guaranteed.
  - Charges for lost or damaged materials will be billed to the patron in the amount determined by the lending Library.
  - No refunds will be provided.

Interlibrary loan privileges may be revoked if a patron does not adhere to the policy.

**Revised 2/23**

### **3.0 LIBRARY PROGRAMS**

The Stillwater County Library offers programs for citizens of all ages. Programs may be developed and presented by Library staff or may be co-sponsored by the Library and other community organizations. Children's storytime programs will be presented by Library staff on a regular schedule throughout the year. Other programs for children and young adults will be planned, staff time and budget permitting. Programs for adults may be scheduled throughout the year as interest warrants. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. No fees may be charged to attend any Library sponsored or co-sponsored program, however, the cost of supplies may be incurred. Library programs are generally open to anyone wishing to attend. Persons attending Library sponsored or co-sponsored programs are expected to adhere to the Library's policies on patron conduct.

### **4.0 DISTRIBUTION OF FREE MATERIALS**

Display space is available to community organizations to disseminate information. Items that publicize community organizations and local events further the role of the Library as a source for non-profit, civic, cultural, educational, and recreational information.

Items for posting or distribution must be presented to Library Director for approval; items will be dated prior to being placed on the bulletin board or in the information rack. Items placed on the bulletin board may be displayed for a maximum of one (1) month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; Library staff cannot return posters and flyers that have been displayed. Distribution or posting of items by the Library does not indicate endorsement of the issues, events, or services promoted by those materials. Items left or posted without approval will be removed and discarded.

### **5.0 GIFT POLICY**

The Library may accept gifts of books, periodicals, and other materials, with the understanding that they may be added to the Library collection at the discretion of the Director.

The decision to include gift materials is based upon the following considerations:

1. Does the material meet the Library's standard of materials selection?
2. Is the physical condition of the material satisfactory?
3. Does the Library need the material or multiple copies in its collection?

Material not added to the collection may be placed in the annual book sale. The Library reserves the right to decide the conditions of display, housing, and access to the materials. No estimate of value of donated material will be furnished. Materials received will become the property of the Stillwater County Library. When gift materials are deemed no longer useful, the Library will dispose of them on the same basis it disposes of other materials.

Monetary donations for the purpose of acquiring materials are accepted and recommendations for specific items will be considered according to standard materials selections set forth in the Library policies.

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## **6.0 GRIEVANCE POLICY**

Patron complaints will be treated seriously, courteously, and with concern for the patrons' point of view. While each complaint is treated seriously, it remains an allegation until evidence is presented to support or reject the complaint. Grievances will remain confidential.

The following procedures should be followed in making a complaint against the Library, the staff, or another patron:

Step 1. Informal Resolution. Verbally inform a staff member or Director of your grievance.

Step 2. Written Grievance to Director. If a complaint cannot be resolved by the staff, a written complaint should be submitted to the Director. A complaint form is available upon request. The Director will respond in writing to the complaint. If the patron finds the Director's response unsatisfactory, the complaint will be forwarded to the Board of Trustees. The Board's decision will be final.

**Revised 2/23**





## **7.0 INCLEMENT WEATHER**

As part of our commitment in providing excellent customer service, the Library will attempt to operate on a normal schedule during times of inclement weather until the conditions are determined to be unsafe for the public and staff. The decision to delay opening, close early, or close all day is based on the ability to meet minimal staffing levels, road conditions, and the physical condition of the facility, including the sidewalks and parking lots. All closures are approved by a majority of the Board of Trustees.

During periods of inclement weather, the Library will post notice on the front door as well as social media. Patrons can also call the Library to learn of any changes in hours before they attempt to visit.

**Revised 2/23**

## **8.0 INTERNET USE POLICY**

The Stillwater County Library is a public Library dedicated to providing public access to printed, audio, visual and electronic information, including internet access.

### **Using the Library's Public Computers and Wireless Network**

This policy applies to all use of the Library's wired or wireless Internet services, whether on privately-owned devices or library-provided devices. While Library staff is happy to assist users in accessing the Internet and providing basic technical assistance, they cannot offer legal, financial, or any other professional advice. For basic training in the use of the Internet or of personal computers or devices an appointment must be made with a member of the staff.

### **Internet Content Disclaimer**

While most of the information can be valuable and enlightening, the user may also find materials that are unreliable, personally offensive, or illegal under U.S. law (see also USA PATRIOT ACT). The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the internet and for the activities of his or her children.

### **Public Computers**

Patrons will check in at the front desk to reserve a public computer for 30 minutes of access time. If no one else has registered for the following period, a patron may continue using the station for another 30-minute period.

### **Minors**

In accordance with MCA §41-1-101, a minor is anyone less than 18 years of age. A minor must be accompanied by a parent or guardian or have written permission from the parent or guardian in order to use the public computers. It is not the Library's responsibility to oversee what ideas or information children should be exposed to. Parents or legal guardians should provide guidance to their own children. Parents or legal guardians are solely responsible for their child's, and only their child's, use of the internet.

### **Prohibited Uses**

- Using public or personal devices in a manner that unreasonably interferes with another Patron's use of the Library, such as by playing videos or accessing sites that produce sounds.
- Failure to follow Library rules for use of public computers and wireless networks, including time limits, printing policies, and use of headphones.
- Failure to pay for charges incurred from printing.

### **Illegal Uses**

Illegal use of public or personal devices while using Library Internet services include, but are not limited to, the following:

- Damaging or tampering with equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstation hard drives or other Library computer equipment as described in [MCA §45-6-311](#).
- Violating computer system or network integrity including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way as described in [MCA §45-6-311](#).

- Violating software licensing agreements.
- Violating copyright laws, except as permitted by fair use or other copyright exemptions, patrons may not reproduce, display, or distribute copyrighted materials.
- Using the Library computers or the Library's Wireless network for purposes of abuse, harassment, annoyance, or intimidation of staff or other individuals is a violation of [MCA §45-8-213](#).
- Offering for sale or use any substance for which possession is prohibited by law.
- Compromising the safety and security of minors who may be in the Library by purposely or knowingly publishing, exhibiting, displaying or otherwise making available obscene material to minors as is in violation of [MCA §45-8-201](#) and [MCA 45-8-206](#). According to [MCA§45-8-201](#), "A person convicted of obscenity shall be fined at least \$500 but not more than \$1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both." According to [MCA §45-5-625](#), persons convicted of sexual abuse of children could face fines not to exceed \$10,000 or be imprisoned in the state prison for a term not to exceed 10 years, or both.

The Library reserves the right to terminate the Internet access privileges of any person abusing these principles.

Revised 2/23

**COMPUTER/INTERNET MINOR RELEASE FORM**

I have read and understand the computer guidelines. I agree to abide by these terms at all times while using computers at Stillwater County Library. I agree that failure to comply with any of these terms will result in termination of computer privileges.

Printed name of User: \_\_\_\_\_

Signature of User: \_\_\_\_\_

Date of Birth of User: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## **9.0 MEETING SPACE USE**

The library provides one meeting space that accommodates approximately ten (10) people at no charge to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. No business promotion, selling, solicitation or taking of orders may occur within the meeting space, to include fundraising and donations, except for events sponsored by the Library.

The public meeting space is available on days the Library is open for regular business. Meeting space is not available after hours. All meetings must be free of charge. Availability is on a first-come-first serve basis for two-hour time slots and may be subject to time limits as necessary to accommodate Library-related meetings, events, and work-space needs. The Library has the right to make schedule adjustments for Library use, but advance reservations will not be cancelled without prior notification. Reserving a room and failing to show up without cancelling may result in restrictions on future reservations. The contact person must have a Library card.

Hot beverages and filtered water are available for purchase; however, groups must provide their own paper and plastic products if they wish to serve food. Alcohol is not permitted, except for events sponsored by the Library. A microwave is available for use. Groups are responsible for the clean-up of the room. Failure to meet this requirement may result in loss of future reservation privileges.

Groups are required to adhere to all Library policies. If a group's actions during a meeting disrupt or harass others in the library, they may be asked to leave the premises.

In the case of any disputes of use of Library space, the Library Director will be the final authority.

## Stillwater County Library Meeting Space Reservation

Date of meeting: \_\_\_\_\_ Library Staff Initials: \_\_\_\_\_

Reservation Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of group: \_\_\_\_\_

Title of meeting (will be posted on the door): \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

Library card # \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_  
\_\_\_\_\_

Expected attendance: \_\_\_\_\_

Business promotion is prohibited. Please refrain from selling items, taking orders, or collecting donations.

Will refreshments be served? Yes No What type? \_\_\_\_\_

Alcohol is prohibited. Group is responsible for setting up and cleaning up. A vacuum cleaner is available.

I have read and agree to comply by the Library Meeting Space Use Policy. I understand that it is my responsibility to set up and to leave other meeting spaces as found. If the room, furniture or equipment is damaged or if cleaning service beyond normal trash removal is required, the group will be liable for damages/cost. I understand and agree that the information provided above will be posted on the meeting room doors and be made available for informational purposes upon request from the public.

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

Please let the Library know as soon as possible if you cancel the meeting so the room can be available for others; call (406)322-5009. Groups must be out of the building by the Library's closing time. Reminder: Groups or individuals using the meeting space may not use the Library logo or imply that the event is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

## **10.0 LIBRARY VOLUNTEERS**

### **Policy Statement**

Stillwater County Library utilizes the services of volunteers to supplement, and not to replace, the efforts of paid Library staff in meeting demands for quality public service. Volunteers aid the Library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality Library service. The Library and its volunteers work together to meet the goals and mission of the organization. Volunteers are expected to act in accordance with Library policies and to exhibit positive customer service behavior with all Library patrons.

### **Definition**

A library volunteer is defined as an individual who assists with work done at the Library without promise, expectation or receipt of compensation for services rendered.

Applicants for volunteering under the age of eighteen (18) are required to have parental/guardian permission before volunteering. Applicants under the age of fourteen (14) will be reviewed on a case-by-case basis in order to participate in the volunteer program. Background checks will be conducted on volunteers who may work with children.

### **Volunteer Placement**

- Volunteers are placed in positions best suited to their skills, interests and availability.
- Stillwater County Library does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
- Volunteer placement is based on the:
  - Qualifications of volunteer applicants
  - Needs of the Library at any given time
  - Volunteer's ability to commit to a consistent schedule of hours (if required); and
  - Availability of staff time to supervise volunteers

### **Volunteer Application and Interview Requirement**

- All Library volunteer applicants must complete a volunteer application form that can be accessed on the Library website.
- Applicants will be contacted to be interviewed for possible placement by the Volunteer Coordinator. The interview will include a snapshot of the volunteer program overall and a description of the current volunteer opportunities.

### **Regulations**

1. Applications are required for all Library volunteers.
2. Applicants must be fourteen (14) years of age or older. Volunteers younger than 14 (fourteen) years old may be accepted at the discretion of the Director. In that case, a parent or guardian must be present at all times.



3. Applicants will be contacted for an assessment and, if selected to volunteer, will be required to attend an orientation session.
4. Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time. Acceptance of an application is at the Library's discretion and completing an application does not guarantee an available position.
5. The designated Volunteer Coordinator in conjunction with the Director is directly responsible for screening, interviewing and orienting the Volunteer, assigning specific duties and dealing with problems as they arise.
6. Volunteers must not assume nor should they in any way be given the impression that their work in the Library will ensure a future position as a paid staff member.
7. Volunteers can receive no monetary reimbursement for their work nor are they eligible for any additional benefits such as insurance, hospitalization and Workman's Compensation. The volunteer must clearly understand that the Library cannot assume any responsibility for loss or bodily injury while working as a volunteer in the Library.
8. Volunteers will perform assigned task of sub-professional and/or clerical nature in connection with the standard routine of Library operations during the Library's regular working hours.
9. All informational questions must be referred to the librarians only. Work at the Circulation Desk, answering reference questions, and in general, directly assisting the Library patron are the duties of the Library's regular paid staff, and should not be undertaken by the volunteer.
10. Volunteers must follow the Patron Behavior Policy.

### **Time Sheet**

If applicable, each volunteer will be responsible to keep track of his/her volunteer hours. Individual log sheets will be kept by the Volunteer Coordinator.

### **References**

If applicable, the Library will provide references for volunteers. The following information will be released in response to a reference request:

- The beginning and ending date of service
- The various assignments performed as a volunteer
- The number of hours of service given

Upon consent of the volunteer, character references may be provided by individual library staff members concerning the volunteer work done in the Library however these are not formally sanctioned on behalf of the Library.

### **Confidential Information**

All library users have a right to privacy and confidentiality regarding their personal information and the use they make of the library facilities, materials and websites. Staff and volunteers have an obligation to Stillwater County Library patrons to maintain confidentiality and respect privacy. Volunteers might be exposed to information of a confidential nature. Such information is not to be shared with anyone else including family, friends or acquaintances. No one is

permitted to remove or make copies of any records, reports or documents. Volunteers are not permitted to use staff workstations without permission from a supervisor.

## **Dress Code**

Volunteers are expected to dress in a professional manner. Clothing should be clean and well-maintained with no frays, holes, or stains. Shoulders and arms should be covered as well as stomachs, backs, and all cleavage. Clothing with logos, other than those of the Library or County, and graphics that are inappropriate or offensive should not be worn.

- Shirts: Dress shirts, collared shirts, sweaters, crewneck, or conservative V-neck tops are appropriate attire. Sweatshirts and hoodies are not allowed.
- Pants: Dress pants or jeans are considered appropriate. Leggings, sweatpants or any other type of lounge wear are not.
- Dresses/skirts: Casual dresses and skirts are acceptable. Length should be at or below the knee.
- Footwear: Conservative athletic or walking shoes, loafers, clogs, boots, flats, dress heels and sandals (with a heel strap), and slip-on shoes are appropriate. Flip-flops are not appropriate.

## **Personal Belongings**

The library assumes no liability for personal items that are lost, damaged or stolen. It is advisable not to bring valuables to the library.

## **Incident/Injury Reports**

The safety of all people in the library is important. Caution, care and common sense are critical to all work done in the Library. Please ask for safety equipment, such as gloves or a step stool, if needed it for an assignment. If an accident or unusual occurrence should happen, report the incident to a staff member immediately. All accident and injury reports are kept on file by the Director.

## **Changes in Personal Information**

The Library needs current contact information about each volunteer. This information may be needed to contact family in case of an emergency or when the supervisor must find a substitute for a volunteer who is suddenly unavailable. Please notify the Volunteer Coordinator of any change of address, name, email, telephone number or emergency family contact.

## **Attendance**

Once accepted and placed in a volunteer assignment, it is important that a volunteer report for duty on time. Vacation and other planned time away that conflicts with a regular volunteer assignment should be reported as far in advance as possible. For illness or emergency absence, call or email as soon as possible to the supervisor or the Volunteer Coordinator. Before hours, call the Library at 406-322-5009 to leave a message.

## **Phone Calls**

Volunteers should set personal cell phones to silent or vibrate while on duty.

## **Cause for Dismissal of Volunteer Duties**

The following violations may result in immediate termination of volunteer service and possibly library privileges depending upon the severity of the circumstances:

- Reporting for a volunteer assignment under the influence of alcohol or drugs
- Theft of property or misuse of equipment or materials
- Committing illegal, violent or intentionally committing inappropriate or unsafe acts
- Abuse or mistreatment of any Stillwater County Library staff, patrons or other volunteers
- Releasing confidential patron/staff information
- Consistent tardiness/and or absences from scheduled volunteer shifts
- Inability to perform assigned tasks
- Abuse of Library policies or volunteer procedures
- Ongoing extended periods of conversation
- No volunteer supervisor available or no appropriate task available

## **Ending Volunteer Service**

Volunteers may end their library service at any time. When a volunteer chooses to resign, as much advance notice as possible is appreciated. When possible, the library would like the opportunity to complete an exit interview with each volunteer who resigns. The exit interview is conducted by the Volunteer Coordinator and/or the Library Director.

## **List of Volunteer Jobs**

The following list indicates jobs appropriate for volunteers. Any of these job assignments must be made under the direction of Library personnel. Additional tasks may be assigned or added to this list with approval from the Library Director or the Volunteer Coordinator only.

- Shelf Reading
- Shelving DVDs, music CDs, board books, paperbacks and other parts of the collection which are arranged alphabetically.
- Putting materials in order (on a book truck)
- Facing materials
- Preparing crafts
- Cleaning materials
- Preparing books for circulation
- Cleaning scratched DVDs
- Assisting with summer reading programs (helping with crafts; reading, assisting with registration and/or sign-ins; etc.)
- Pulling collections of materials for outreach
- Assisting with displays
- Gardening/weeding
- Special projects

**Stillwater County Library Volunteer Application**

**Name:**

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**Preferred Phone Number:**

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**Email Address:-**

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**Mailing**

**Address:**

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**Emergency Contact**

**Name:**

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**Relationship:**

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**Phone Number(s):**

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**Related Work Experience (brief description):**

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**Volunteer Experience (brief description):**

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**Why do you want to volunteer at the Stillwater County Library?**

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**What is your availability?** \_\_\_\_\_

**Time Commitment (please circle preference):**

**Short term** (days/specific events/a few weeks), **Long term** (3+ months)

By signing this form, I certify that I have read the Stillwater County Library Volunteer Policy and that I will follow the terms described within. I understand that as a volunteer, I may be required to have a criminal background check performed prior to starting the assignment.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Legal Guardian (if under 18):**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## 11.0 Art for Display

It is the policy of the Stillwater County Library to provide the members of its community free access to a variety of materials and to support the history and culture of Stillwater County and its surrounding areas. One method of doing so is to provide space for art exhibits.

The Stillwater County Library Director will be responsible for developing and implementing the review and selection process of all artwork within designated areas in the library.

Artists can submit representative examples of the artwork to be considered for display, along with an Art Exhibit application, to [slibrary@mtlib.org](mailto:slibrary@mtlib.org).

The Library Director will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit. The following requirements also apply:

1. Applications for exhibits will be granted on a first-come, first-serve basis. The Library reserves the right to place limits on location, duration, and size of exhibits.
2. Library-initiated exhibits will be given priority.
3. Items intended for exhibit must be approved before installation. Children and adults who have various degrees of maturity view library exhibits; therefore, exhibitors must keep the audience in mind. The Library Director will consider a wide range of artistic expression when choosing exhibitors while being mindful that all segments of the community and all age groups will have access to the display area. In an effort to have a welcoming, stress-free environment for all, the library will not display works that promote a specific religious concept, espouse partisan politics, demean groups or individuals, or contain nudity or graphic violence.
4. The Library Director reserves the right to reject any exhibit in full, or in part, including during the time-period of the exhibit. Items may also be rejected from an exhibit due to space concerns. See Exhibit Display Information for details on available spaces.
5. Display areas are accessible only during Library business or previously-approved hours.
6. Each exhibitor is responsible for hanging their artwork and for providing all necessary materials for organizing an exhibit. It is the responsibility of the exhibitor to set up, maintain and remove the exhibit. Exhibits will normally be scheduled for a period of three (3) calendar months. Exceptions must be approved by the Library Director.
7. The Stillwater County Library does not carry insurance to cover the loss of items included in an exhibit. The Library cannot assume financial liability for loss or damage. Since the exhibit may be in an unsupervised area, exhibitors should consider the possibility of providing private insurance if security is a concern. Exhibitors must sign a waiver of liability holding the Library, its employees and trustees, and the County harmless for any damage to loaned material.

8. Publicity is the responsibility of the exhibitor except when the exhibit is co-sponsored by the Library. The title of an artwork along with an artist's statement and biographical information may be displayed in a pleasing manner next to the artwork. Business cards may be left with library staff to be given to patrons who express an interest in the work.
9. Exhibitors may not schedule special opening or other events without the permission of the Library Director. All arrangements must be approved by the Library Director at least two weeks prior to the planned event. No alcoholic beverages can be served, and the event may not interfere with normal library functions. The event must be open to the general public.
10. No prices may be posted on the items in the exhibit, nor may an admission fee be charged for the exhibit. Transactions or the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit material which is sold during its display in the library may be removed before the end of the exhibition period.
11. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff, the Library trustees, or Stillwater County, of the content of the exhibit, the materials exhibited, or of the exhibitor(s).
12. Failure to abide by these requirements could result in denial of further requests to utilize Library exhibit spaces.

Revised 2/23

**Stillwater County Library Art Exhibit Application**

Name of Exhibitor(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Dates Requested for Exhibit: \_\_\_\_\_

Topic of Exhibit: \_\_\_\_\_

Space necessary for Exhibit: \_\_\_\_\_

I have read and accept the terms of the Stillwater County Library Exhibit Policy, and I/my Organization, will abide by its Guidelines.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## ART EXHIBIT CONTRACT

THIS AGREEMENT between \_\_\_\_\_ (the exhibitor) and Stillwater County Library states that the exhibitor may have an exhibit in the library, and that this exhibit complies with the library's policy concerning displays and exhibits (available upon request).

The following items are agreed upon:

1. The exhibitor must provide current, reliable contact information, including a phone number and address, and a listing of all exhibited pieces.
2. The exhibitor will deliver to the library items to be exhibited that are in good condition and ready to display.
3. The exhibitor will be responsible for installing items in a location determined by library staff in a pleasing and aesthetic nature.
4. The display will be up for three (3) calendar months unless alternate arrangements have been made.
5. At the end of the exhibit, the exhibitor is responsible for claiming the displayed items in a timely manner. The library will not provide storage space for the exhibitor's use, nor be responsible for items unclaimed, lost, or damaged. Any insurance must be provided by the exhibitor as the library does not provide insurance coverage.
6. Any modifications to the exhibit, including installation and take down, must be coordinated with the library's Director.
7. The exhibitor shall at his/her own discretion insure items for loss, damage, or theft.
8. The exhibitor will be held responsible for all damages done to library property as a result of exhibited items or improper installation.
9. Exhibited items may not be labeled with sales prices. If items are for sale, the exhibitor may provide a price list along with inventory and with contact information. Copies of this list will be given out at the front desk upon request, but the library will not handle any transactions. All sales are the responsibility of the exhibitor.

If for any reason, the parties agree to terminate this agreement before the end of the, the exhibitor shall retrieve his/her items immediately.

\_\_\_\_\_  
Exhibitor Date

\_\_\_\_\_  
\_\_\_\_\_

Address

Phone Number

E-mail

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Library Director

Date

**Stillwater County Library  
Collection Development Policy**

## **12.0 INTRODUCTION**

### **Mission Statement**

The Stillwater County Library serves as a community destination for knowledge, inspiration, innovation, and support.

### **Purpose of the Collection Development Policy**

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. This policy is reviewed, updated, and approved by the Library Board at least every three (3) years.

### **The Community**

Stillwater County serves a largely rural population with industries such as agriculture, education, small business, and health care, tourism, and an active mining industry. The individuals in the community reflect varying economic and educational backgrounds. Decisions regarding collection development are made with an understanding of the dynamic and diverse makeup of the community. The collections and services will continue to evolve and grow to continue to meet the needs of county residents.

### **Patron Needs and Services**

The primary responsibility of the Stillwater County Library is to serve the citizens of Stillwater County by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Additional materials may be available through the Partners sharing program or OCLC (Online Computer Library Center) interlibrary loan.

Computers are available to the public for internet access, plus free Wi-Fi accessible inside and outside the building 24/7. The library offers various in-building and outreach programs such as storytime, book clubs, summer reading, art and humanities events, as well as technology assistance. A book sale is held regularly.

### **Collection Description**

Materials in the library provide information for diverse viewpoints on a wide range of interests. There are approximately 20,000 items in the library collection including fiction, nonfiction, audio books, large print, DVDs, reference material, and materials for children and teens. There are over fifteen (15) periodicals, plus the Billings Gazette and the Stillwater County News. The collection is weeded and added to monthly. The library subscribes to a variety of sources such as BookFlix, World Book Encyclopedia, and Montana Library 2 Go, providing patrons free access to over 41,000 downloadable e-books, magazines, and audio books.

## **Cooperative Collection Development**

The Stillwater County Library is a member of the South Central Library Federation. The library uses OCLC to catalog all new records and participates in interlibrary loan borrowing.

### **12.1 MATERIAL SELECTION**

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, while also ensuring adequate availability of basic literary materials. Budget and space limitations require a focus on materials that appeal to a broad range of users. Materials available in the library present a diversity of viewpoints, enabling citizens to make informed choices necessary in a democracy.

#### **Criteria**

All materials, whether purchased or donated, are subject to the criteria listed below:

- Current and anticipated needs and interests of the public
- Enduring value
- Treatment of subject for intended audience
- Physical durability
- Creative, literary or technical quality/merit
- Quality of the production
- Cost and availability
- Evaluations in review media
- Professional or literary reputation of the author, publisher or producer
- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Suitability of the format for library use
- Availability in other formats

An item need not meet all of these standards to be included in the Library's collection. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

#### **Chronological Coverage**

The collection is continuously being updated. Nonfiction and fiction titles are weeded to keep the collection as up to date as possible. Medical titles are within five (5) years old. Outdated materials are discarded. Discarded materials are placed in the book sale, unless they have potential mold issues. The following collections hold materials that will be retained for historical purposes: History, Montana, and Native American.

## **Formats**

The Library collects materials in a variety of formats including print, audiovisual, and digital. When choosing a format for a physical item, consideration is given to the condition and durability of the materials used in the item's construction and how the item will hold up over time.

When selecting audiovisual and digital materials, the most commonly used format is chosen. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection.

## **Multiple Copies**

Multiple copies of materials are purchased only if there are a large number of holds on a title.

## **Languages**

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Currently, the collection includes Spanish, German, French, Italian, and Japanese learning materials, and several dual language books in Spanish and Native American languages.

## **Funding Considerations**

The Stillwater County Library serves a population of over 9,600. The main funding is from Stillwater County mills. The library also receives moneys in the form of state aid, South Central Library Federation payments, grants, and donations.

## **Responsibility for Selection**

The authority and responsibility for the selection of library materials rest ultimately with the Library Director. Under his/her direction, selection is delegated to the professional library staff. A demand-driven selection policy is followed, and staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in the terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Format and ease of use
- Cost and availability

## **12.3 COLLECTION MAINTENANCE**

Maintenance of the Library's collection through continuous re-evaluation by the library staff ensures its usefulness and relevancy to the community. Library materials are expensive to purchase, process, and house. SCL acknowledges the necessity of preserving library materials and supports the American Library Association's "Preservation Policy." Damaged items that are found to still have value in our collection will be considered for mending. If mending is untenable due to continued use and wear, every effort will be made to replace those items in accordance with collection development policies.

Items are regularly removed to keep the collection current and appealing. Quality of the publisher, currency of the material, condition of the item, number of additional copies of the title, relevance to the needs of the community, and format are all considered when removing materials from the collection. "Last copy" status is not a consideration. Those materials determined to no longer be of value are withdrawn from the collection.

Library materials are discarded for one or more of the following reasons:

- Obsolescence: Subject matter is no longer timely, accurate or relevant
- Damage or poor condition
- Insufficient use

Materials will be replaced if still needed.

## **12.4 INTELLECTUAL FREEDOM AND CENSORSHIP**

Stillwater County Library endorses the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association. The mentioned documents follow this policy.

As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government. A public institution committed to the principles of democracy and intellectual freedom, SCL recognizes its obligation to provide as wide a spectrum of materials as possible.

Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply library approval of or agreement with the contents.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

No restrictions are placed on what anyone may read, view, or listen to. Selection of materials to include in the collection will not be made on the basis of any anticipated approval or disapproval,

but solely on the merits of the material in relation to building the collection and to serving the needs and the interests of all users.

Individuals or groups may occasionally question the inclusion of an item in the collection. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. While anyone is free to select or reject materials for themselves or their own minor children or wards, the values of one will not be imposed on the many. Parents and legal guardians have the responsibility for their child's or ward's use of library materials.

### **Reconsideration of Library Materials**

If a library user wishes the Library to consider the removal or reclassification of a work (i.e., a proposal to change a YA title to Adult), a "Request for Reconsideration of Library Resources" form can be obtained from Library staff. The request must be completed in its entirety and mailed or delivered to the Library Director. The Director and the Library Board of Trustees will review challenges. Materials belonging to a Partner library are exempt from requests for reconsideration unless they are initiated by a user of that specific library. Materials requests for reconsideration for MTLibrary2Go may be directed to the Montana State Library at (800) 338-5087. The patron will be informed of the Trustees' decision regarding the challenge.

Rev 2/22

## **APPENDIX:**

- 1. Request for Consideration Form**
- 2. The Freedom to Read Statement**
- 3. Freedom to View Statement**
- 4. The Library Bill of Rights**



## Request for Reconsideration Form

The Trustees of Stillwater County Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Stillwater County Library

27 N 4<sup>th</sup> St

PO Box 266

Columbus, MT 59019

[slibrary@mtlib.org](mailto:slibrary@mtlib.org)

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent:

Self? \_\_\_\_

An organization? \_\_\_\_ Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording

\_\_\_ Digital Resource \_\_\_ Newspaper \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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## **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed April 28, 2021)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

## **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

### **Endorsed January 10, 1990, by the ALA Council**

"Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed April 28, 2021)

Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 28, 2021)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952



## **13.0 Stillwater County Library Naming Policy**

### **AUTHORITY**

The Board of Trustees of Stillwater County Library (Library Board) has the final and exclusive authority for the naming of library facilities pursuant to [MCA §22-1-309](#). Library facilities include buildings, gardens, outdoor spaces, rooms, spaces, and collections.

### **PURPOSE**

The Library Board recognizes that public libraries and the communities they serve benefit greatly from private funding and encourages the support of Library patrons, friends, corporations, and other organizations interested in contributing to the advancement of the Library.

The Library Board considers naming of library facilities to be a distinct honor.

### **13.1 LIBRARY NAMING CRITERIA**

**Tribute for Gift(s):** Distinct Library areas may be named for individuals, families, organizations or businesses whose actions and reputations reflect the mission of the Stillwater County Library in tribute for naming gifts.

- i. The Library Board, in collaboration with the Library Director and the Stillwater County Library Foundation, may maintain an approved list of commemorative gift opportunities (meeting rooms, reading areas, outdoor spaces, programs, vehicles etc.).
- ii. Naming opportunities are not generally available for gifts of real or personal property until such gifts have been converted to cash, which will then be used as the value of the gift for naming purposes.

**Tribute in Honor:** Library areas may be named in honor of individuals or families whose actions and reputations reflect the mission of Stillwater County Library and who meet one of the following criteria:

- i. Recognized as a regional leader with strong ties to the Library; or
- ii. Recognized as distinguished in the area of library service to the Stillwater County community

When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin. In the event the deceased person made a bequest in his or her will, the Library Director and Board will obtain approval from the decedent's personal representative in compliance with the will's directives.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequences, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is

appropriate to the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity.

Naming agreements may be modified in the event that: 1) the named facility or subunit of a facility is substantially renovated, expanded or designated for another use; 2) the named facility or subunit of a facility is sold, destroyed, removed or abandoned; 3) a named business, organization or entity changes its name and/or focus of operations, or ceases operation.

During their tenure, members of the staff, the Library Board, the Stillwater County Library Foundation Board, and elected officials are not eligible for naming.

The Library Board reserves the right to terminate a naming opportunity if, in its judgement, there are compelling reasons or circumstances justifying such action.

## **13.2 LIBRARY NAMING PROCESS**

### Notification of the Library Board

- i. **Tribute for Gift(s):** Upon receipt of an appropriate naming gift, the Library Director shall conduct a cost analysis, then submit a Tribute for Gifts Naming Proposal to the Library Board. The Tribute for Gifts Naming Proposal shall identify the Library area to be named, describe the proposed commemorative tribute and confirm receipt of the naming gift as defined in Section III of this policy.
- ii. **Tribute in Honor:** Members of the public may submit a Tribute in Honor Naming Proposal in writing to the Library Board. A Tribute in Honor Naming Proposal shall identify the Library area to be named, describe the proposed commemorative tribute and provide information about the person to be honored including how they meet the criteria described in Section 13.1 of this policy.
- iii. If the Naming Proposal calls for the renaming of a Library area, the Library Director shall also submit a Director Renaming Report to the Library Board. The Director Renaming Report shall review any agreements or documentation that covers an existing name, the historical significance of that name and costs associated with changing the name.

**Public Consideration:** Within ninety (90) days of receiving a Naming Proposal, the Library Board will hold at least one public meeting to consider a name for a Library facility. Notice shall include the proposed name, date, time and location of the meeting. The public meeting will take place during a regularly scheduled Library Board meeting.

**Board Decision:** Any naming proposal must be unanimously approved by the Board.

**Implementation:**

Plaques, signage and other recognition vehicles will be placed in appropriate locations and will be consistent with the Library's image and design requirements.

Written 5/21

## 14.0 STILLWATER COUNTY 3D PRINTER POLICY

In the interest of offering the community access to new and emerging technologies, the Stillwater County Library will provide 3D printing as a staff-mediated service.

### 14.0 GUIDELINES

- Stillwater County Library's 3D printer is available to all patrons with a valid Stillwater County Library card in good standing to create physical objects based on digital files. The Library 3D printer is for hobbyist, non-commercial projects only. The digital files can be designs a patron has created or designs the patron has obtained from another source and has permission to use.
- Stillwater County Library's 3D printers may be utilized for lawful purposes only. Patrons shall not be permitted to use the printers to create material that is:
  - Prohibited by local, state, or federal law;
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
  - Obscene or otherwise inappropriate; or
  - In violation of another's intellectual property rights.
  - In violation of copyright infringement.
- Stillwater County Library reserves the right to refuse a 3D print request.
- The print must fit into the build space of the machine.
- The library most commonly stocks PLA filament, a non-toxic corn-based product. Other filament types will be considered on a case-by-case basis dependent on cost, patron interest, and availability.
- Staff is unable to provide instruction on designing and/or saving objects as .stl or .obj files.
- Only designated staff will have "hands-on" access to operate the 3D printer.
- Items not retrieved within seven (7) days will be deemed abandoned and the cost of the item will be billed to the patron's account.
- Stillwater County Library is not liable for any malfunctions or misprints.
- Procedures governing the use of Stillwater County Library's 3D printer is subject to change at any time.

### 14.1 PROCEDURES

#### 1. Design creation

- a. Any 3D drafting software, such as the free <https://www.tinkercad.com/>, may be used to create a design; however, the file must be saved as a .stl or .obj file format in order to complete a print job.
- b. Digital designs are also available from various file-sharing databases such as <https://www.thingiverse.com/>.

#### 2. Submitting a design for print

- a. Patrons may either submit their .stl or .obj files (no larger than 25 MB) to [slibrary@mtlib.org](mailto:slibrary@mtlib.org) or on a USB drive to the library circulation desk during regular operating hours. Files should include the patron's name, phone number, and email address.

- b. Within three (3) business days, staff will review the file.
- c. If the file is acceptable, a staff member will contact the patron regarding the fees and filament colors available.
- d. Once the initial payment is received, the request will be added to the printing queue.
- e. Library staff will then convert the file to a printable format and start the print project.
- f. Patrons will be contacted by phone when their print is complete.

## **14.2 COST**

The cost to print is \$0.25 per fifteen (15) minutes of print time. The charge will be rounded down to the nearest fifteen (15)-minute increment.

- Print prices may be adjusted to reflect a higher filament cost.
- Half the estimated cost is due prior to printing, with the remainder due when the completed project is picked up.
- Except in the case of printer error, deposits will be kept for failed prints.

## **14.3 CONFIDENTIALITY**

The Library will maintain the confidentiality of users' printing history in accordance with library policy; however, the prints themselves will occur within public view, and there is no guarantee of anonymity.

## 15.0 STILLWATER COUNTY CNC MILL/ROTARY ENGRAVER POLICY

In the interest of offering the community access to new and emerging technologies, the Stillwater County Library will provide laser engraving/routing as a staff-mediated service.

### 15.0 GUIDELINES

- Stillwater County Library's CNC Mill Rotary Engraver is available to all patrons with a valid Stillwater County Library card in good standing. The Library CNC Mill Rotary Engraver is for hobbyist, non-commercial projects only. The digital .stl still files can be designs a patron has created or designs the patron has obtained from another source and has permission to use.
- Stillwater County Library's CNC Mill Rotary Engraver may be utilized for lawful purposes only. Patrons shall not be permitted to request jobs that are:
  - Prohibited by local, state, or federal law;
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
  - A firearm, weapon, or knife;
  - Obscene or otherwise inappropriate; or
  - In violation of another's intellectual property rights or;
  - In violation of copyright infringement.
- Projects must be limited to one-hour of engraving time, which will be scheduled based on staff availability.
- The maximum dimension of workpieces that can be accommodated on this CNC engraver is 11.8" x 7.1" x 1.4".
- The Library does not provide materials. User-purchased materials must be pre-approved by Library staff. Only the following materials can be used in the laser cutter: wood, acrylic, bakelite, plywoods, MDF, polycarbonate, and PCB-making boards. Wood can only be 1/8" thick.
- Staff is unable to provide instruction on designing and/or saving files.
- Only Library staff is to operate the CNC Mill Rotary Engraver.
- Items not retrieved within seven (7) days will be deemed abandoned and the cost of the job will be billed to the patron's account.
- Stillwater County Library is not liable for any machine malfunctions.
- Stillwater County Library reserves the right to refuse an engraving/routing request.
- Procedures governing the use of Stillwater County Library's CNC Mill Rotary Engraver is subject to change at any time.

### 15.1 PROCEDURES

#### 3. Submitting a project

- a. Materials must be pre-approved prior to file submission. Please bring the material along with proof of purchase or some other documentation of what the material is to the Library. If there are any doubts about whether something is safe, it can't be put it in the laser.
- b. Patrons may either submit .stl still files (no larger than 25 MB) to [library@mtlib.org](mailto:library@mtlib.org) or on a USB drive to the library circulation desk during

regular operating hours. Files should include the patron's name, phone number, and email address.

- c. Within three (3) business days, staff will review the file.
- d. If the file is acceptable, a staff member will contact the patron regarding the fees.
- e. Once the initial payment is received, the request will be added to the engraving queue.
- f. Patrons will be contacted by phone when their job is complete.

## **15.2 COST**

The cost is \$0.25 per fifteen (15) minutes of engraving time. The charge will be rounded down to the nearest 15-minute increment.

- Prices may be adjusted to reflect jobs that require extensive staff involvement.
- Total cost is due prior to the job.
- Except in the case of machine error, deposits will be kept for failed projects.

## **15.3 CONFIDENTIALITY**

The Library will maintain the confidentiality of users' project history in accordance with library policy; however, the projects themselves will occur within public view, and there is no guarantee of anonymity.

## **16.0 STILLWATER COUNTY CRICUT POLICY**

In the interest of offering the community access to new and emerging technologies, Stillwater County Library will provide the use of a Cricut Explore Air 2 and tools for in-house use.

### **16.0 GUIDELINES**

Stillwater County Library's Cricut and tools are available at no cost to all patrons ages 16+ with a valid Stillwater County Library card in good standing for two (2) months. The Library Cricut is for hobbyist, non-commercial projects only.

The designs can be what a patron has created or those the patron has obtained from another source and has permission to use.

- Stillwater County Library's Cricut may be utilized for lawful purposes only. Patrons shall not be permitted to use the machine to create material that is:
  - Prohibited by local, state, or federal law;
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
  - Adult content of a graphic nature or otherwise inappropriate;
  - In violation of another's intellectual property rights; or
  - In violation of copyright infringement.
- Projects are limited to two (2) hours.
- The Library does not sell or provide materials. Materials the Cricut can cut include:
  - Copy paper (white, patterned, printed, etc.)
  - Cardstock (adhesive, chalkboard, glitter, etc.)
  - Vinyl (printable, adhesive, matte, glossy, stencil, etc.)
  - Heat Transfer (Iron-On) Vinyl
  - Infusible Ink Transfer Sheets
  - Cricut Pens and Markers (Must be Cricut brand to fit in machine)
  - Cricut Infusible Ink Pens and Markers (Must be Cricut brand to fit in machine)
  - Foil transfer sheets
  - Fabric
  - Faux leather
- Material must fit within the size of the work area.
  - Width: 11.5 inches maximum
  - Length: 11.5 inches maximum
- Aside from training and set-up, staff does not provide instruction on designing or creating.
- The Cricut may not be checked out for in-home use.
- Stillwater County Library is not liable for any machine malfunctions.
- Stillwater County Library reserves the right to refuse any request to use the Cricut.
- Procedures governing the use of Stillwater County Library's Cricut is subject to change at any time.

## 16.1 PROCEDURES

### 1. Obtain Certification

Users must complete certification to use the Cricut. Certification requires two parts:

Part I Certification: An overview of the machine, including how it operates and how to use it safely.

- May be done in person in the library by requesting an appointment with a staff member or remotely via an online training tutorial
- Users who opt to take the online training tutorial
  - Can repeat the tutorial and quiz as often as needed
  - Must score 100% on the quiz to proceed to Part II Certification
  - Must download and present the certificate of completion to Library staff
  - May reserve the piece of equipment in advance to follow along in the Library with the tutorial

Part II Certification: An in-library proficiency check, where users demonstrate they can correctly perform key steps.

- Must schedule an appointment with staff
- Users who complete the online training tutorial, must upload and present a certificate of completion for Part I, when scheduling Part II Certification

After certification has been completed, users can reserve the Cricut for independent use.

### 2. Create a Design

Upload or create and design images for free from a computer, tablet, or mobile phone using Circuit's free Design Space <https://design.cricut.com/#/>. Patrons will need to create their own free account. Cricut will upload a variety of file types: JPEG, PNG, SVG, DXF, EPS

### 3. Reserve the Machine

The Cricut and tools may be reserved for a two-hour timeslot by calling the Library at 406-322-5009, emailing at [slibrary@mtlib.org](mailto:slibrary@mtlib.org), or stopping at the circulation desk.

Tools available are listed below. New tools to be added. Charges will accrue for lost/damaged tools.

- Premium Fine-Point Blade + Housing - \$15.00
- Fine Point Pen, Black - \$10.00
- Light Grip Adhesive Cutting Mat, 12" x 12" - \$4.00 each
- Standard Grip Adhesive Cutting Mat, 12" x 12" - \$4.00 each
- Adapter Set for Sharpies (fine point, ultra fine point, art pens) - \$8.00
- Weeder, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged



- Spatula, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged
- Tweezers, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged
- Scissors, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged
- Scraper, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged
- Gaver, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged
- Ruler, Part of the NICAPA Basic tool kit - \$10.00 to replace the kit if any one item is lost/damaged

## **16.2 CONFIDENTIALITY**

The Library will maintain the confidentiality of users' project history in accordance with library policy; however, machine usage may occur within public view, and there is no guarantee of anonymity.

Rev 2/23

## **17.0 Stillwater County Library Homebound Delivery Policy**

Stillwater County Library realizes that some residents are temporarily or permanently unable to visit the Library due to physical limitations or illness. The Stillwater County Library Homebound Delivery Program seeks to provide materials to patrons who otherwise would not have a Library experience. This service is open to all ages.

Library materials can also be brought for browsing and checkout to nursing homes, retirement communities, or assisted living facilities located within Stillwater County. Facilities wishing to establish this service should contact the Library at (406)322-5009 or [slibrary@mtlib.org](mailto:slibrary@mtlib.org).

Homebound services are provided at no cost to patrons. Should an individual not have a library card, Library staff will assist the patron in obtaining one.

### **17.1 Eligibility**

A Stillwater County resident requesting homebound delivery services is required to meet one of the following criteria:

- Permanent physical disabilities which prevent an individual from visiting the library.
- Temporary physical limitations (or illness) which prevent an individual from visiting the library for a minimum of three weeks or longer.
- Severe mobility problems which prevent an individual from visiting the library.

### **17.2 Application**

An application for Homebound services must be completed by the library patron requesting home delivery of materials. Applications can be picked up at the library, requested by email at [slibrary@mtlib.org](mailto:slibrary@mtlib.org), or requested by mail by calling (406)322-5009.

Upon approval into the Homebound Delivery program, a phone call will be made to establish a monthly delivery date and to discuss material preferences noted on the application. Patrons are welcome to place holds online at [https://mtsc.ent.sirsi.net/client/en\\_US/SWCL/?dt=list](https://mtsc.ent.sirsi.net/client/en_US/SWCL/?dt=list) or request staff bring specific titles, genres and formats and/or may ask the Library staff to select materials based on his/her questionnaire responses.

### **17.3 Delivery of Materials**

- Deliveries and pickups will be monthly.
- In the event of bad weather or staffing issues, the Library reserves the right to cancel delivery and pickup for that week, and will contact the patron for a redelivery date.
- If home delivery is not an option, library materials will be sent by U.S. mail at no charge to the homebound patron with return postage paid.

### **17.4 Loan Periods/Fees**

Stillwater County Library provides a wide variety of library materials, including books, DVDs, audiobooks, magazines, and large-type books.

- Materials will be checked out for 4 weeks.
- 10 items may be checked out at a time, with a limit of 2 items from the new shelves.
- Fees will be charged for lost or damaged library material consistent with Stillwater County Library guidelines.

- Stillwater County Library reserves the right to restrict titles and formats requested for homebound service based on their availability.

### **17.5 Environment Required for Homebound Delivery**

Patrons requesting homebound services must provide a safe and appropriate environment for Library staff members who make deliveries to their residences. Staff members may choose not to deliver to a residence or may leave a residence immediately and recommend suspension of service if the conditions of the residence are unsafe or unsanitary, if any person in the residence harasses the Library's representative, or there is evidence of damage beyond normal wear-and-tear to Library materials.

If a staff member must leave the residence, deny service, or wishes to recommend suspension of service due to unsafe or inappropriate circumstances, the staff member shall provide the Library Director with notice of such action together with any recommendation for the length of suspension of service.

Written notice shall be sent to the patron of the reason for and the length of any suspension of service. No suspension of service in excess of 90 days shall be imposed without recommendation by the Library Director. Any patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next monthly Board meeting.

### **17.6 Privacy**

Library staff may only release registration information, borrowing records, and reading interests to the Stillwater County Library cardholder or people allowed use of the patron's card as noted on the account. Patrons may select an outside designee to pick up materials from the Library for them. An individual may revoke designee privileges at any time by contacting the library at (406)322-5009 or [slibrary@mtlib.org](mailto:slibrary@mtlib.org).